DEPARTMENT OF THE ARMY
39th Finance Battalion
Unit #20193
APO AE 09165

COMMAND TECHNICAL POLICY #5

AEUFC-FBH-CDR (37)   14 August 2006

MEMORANDUM FOR 39th Finance Battalion Soldiers and Civilian Employees

SUBJECT: Cash Collection Voucher (CCV) Monitoring

1. REFERENCE: AR 11-37, Paragraph 1-5j(7).

2. PURPOSE: To provide instructions on the monitoring of CCVs within the 39th Finance Battalion.

3. APPLICABILITY: This policy memorandum is applicable to all detachments subordinate to the 39th Finance Battalion and will remain in effect until rescinded or superseded.

4. GENERAL: The monitoring of cash collections vouchers is critical to ensuring all collections are properly prepared and accounted for in the disbursing daily business.

5. RESPONSIBILITIES:

   a. Detachment Commanders or Detachment Sergeants (not serving as Cash Control Officer) must ensure the following:

      (1) Maintain the key to their respective CCV box.

      (2) Do not allow anyone else access to the CCV box.

      (3) Empty the CCV box after close of business every Friday.

      (4) Place all copies of the CCVs in an envelope.

      (5) Seal the envelope and sign and date over the seal.

      (6) Place clear scotch tape over the signature and date.

      (7) Forward the envelope containing the CCVs to the Battalion Internal Control section.

AEUFC-FBH-CDR (37)
SUBJECT: Cash Collection Voucher (CCV) Monitoring

    b. Internal Control Section:

       (1) Receive the sealed envelope containing the CCVs from the detachment commander or detachment sergeant.

       (2) Perform a periodic reconciliation of the CCVs with the amounts reflected on the battalion disbursing offices daily statement of accountability.

       (3) Report any discrepancies to the 39th Finance Battalion Commander.

       (4) Burn or shred the CCVs upon completion of reconciliation.

       (5) Prepare a written report documenting the reconciliation of the CCVs.

6. CONTACT INFORMATION: The proponent for this policy is the Battalion Internal Control section at DSN 322-9003 or 469-9205.

RICK L. TILLOTSON
LTC, FC
Commanding